

DATE: 4/15/17

TO: Alex Dambach, Division Chief  
Department of Planning and Zoning

FROM: Madeleine Sims, Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2017-0036  
Administrative Review for Change of Ownership  
Site Use: Drive-through facility  
Applicant: United Bank  
Location: 5140 Duke St  
Zone: CG / Commercial General

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**Request**

Special Use Permit #2017-0036 is a request to change ownership of an existing drive through facility from Virginia Commerce Bank to United Bank. No changes to the operation are proposed.

**Background**

The drive through facility located at 5140 Duke Street is part of United Bank, and though a bank usage is a by-right use in the CG zone, a drive through facility is not. The drive through facility was previously operated by Virginia Commerce Bank, approved by SUP #97-0071. The bank has since been replaced with United Bank, and continues to operate today. During a routine SUP inspection the Zoning Inspector noted a change in ownership of the bank, and issued a warning notice to file for a change in ownership SUP for the drive through facility.

**Parking**

Pursuant to Section 8-200 of the Zoning Ordinance, a bank operation is required to provide one parking space for every 400 square feet of space. The bank is a two-story structure, with approximately 4,800 square feet of space. The applicant satisfies this requirement by providing 17 parking spaces solely for the bank's use.

**Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. Staff has not received any comments from residents or adjacent businesses that would require staff to docket the special use permit for public hearing.

**Staff Action**

Staff does not object to the change of ownership request. The change of ownership is reasonable, and no changes have been proposed to its current operations. The continuation of the drive through banking service will continue to serve the community. Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: 4/15/17

Action: Approve



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Alex Dambach, Division Chief

- Attachments:
- 1) Special Use Permit Conditions
  - 2) City Department Comments
  - 3) Statement of Consent

**CONDITIONS OF SPECIAL USE PERMIT #2017-0036**

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP97-0071)
2. Landscaping and other features of the approved landscape plan shall be installed prior to the operation of the expanded drive-through facility, or such later day as the Director of Planning and Zoning may approve. (P&Z) (SUP97-0071)
3. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department for a security survey for the business and a robbery awareness program for all employees. (Police) (SUP97-0071)
4. No amplified sound shall be audible at the property line. (P&Z) (SUP97-0071)
5. **CONDITION ADDED BY STAFF:** The administrative permit approved by the director pursuant to this section 11-513 shall be displayed in a conspicuous and publicly accessible place. A certificate provided by the city shall inform the public of its right to examine the list of standards associated with the permit. A copy of the list of standards associated with the permit shall be kept on the premises and made available for examination by the public upon request. (P&Z)
6. **CONDITION ADDED BY STAFF:** The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
7. **CONDITION ADDED BY STAFF:** The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; or (b) the Director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions; or (c) the Director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

8. STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2017-0036. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the drive through facility at 5140 Duke Street.

  
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Applicant - Signature

4/17/17  
Date

JOE RATTEN  
Applicant - Printed

4/17/17  
Date